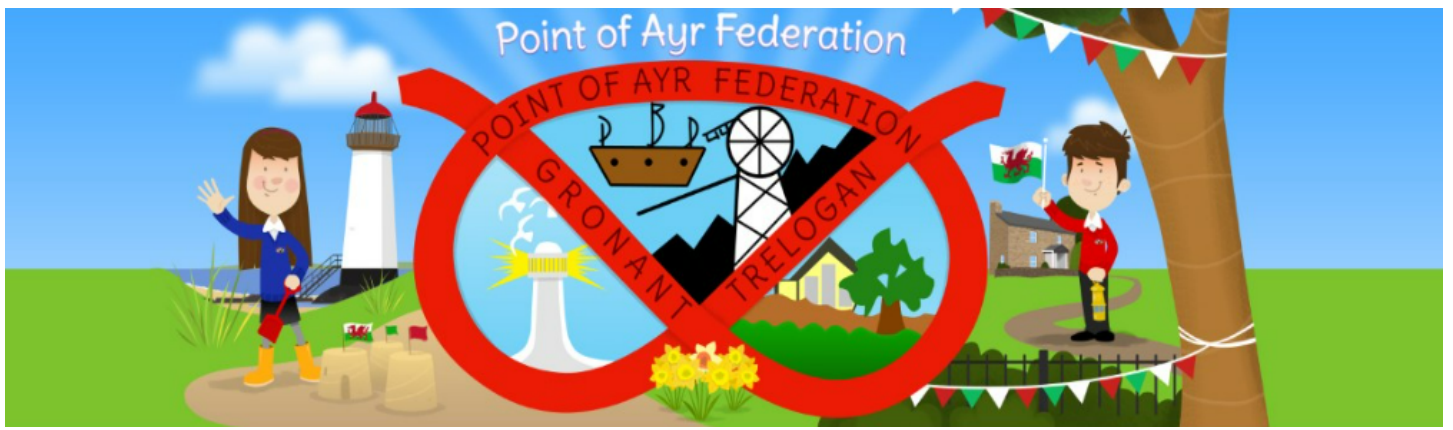




Point of Ayr Federation

Acceptable Use Policy November 2022



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Learner's Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety, or to the safety and security of the systems and other users.

This is how we stay safe when we use computers:

- I will ask a teacher/other responsible staff member if I want to use the computers / laptops / Chromebooks / iPads.
- I will only use activities/websites/apps that a teacher/other responsible staff member adult has directed me to, or has given permission for me to use.
- I will take care of the digital equipment, being responsible for returning it after I have finished using it.
- I will ask for help from a teacher/other responsible staff member if I am not sure what to do, or if I think I have done something wrong.
- I will tell a teacher/other responsible staff member if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer / laptop / Chromebook / iPad.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my Digital Toolkit safe and secure – I will not share it, nor will I try to use any other person's usernames and passwords.
- I understand that I should not write down or store a password where it is possible that someone may gain access to it. I will store my passwords via Hwb/Google Keep and discontinue use of my Digital Toolkit when I am confidently able to do so.
- When I am communicating on-line, I will do so only with people familiar to me, and with permission from my class teacher or other suitable member of school staff.



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- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are for educational purposes and use only.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's work/documents/files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language, and I appreciate that others may have different opinions.
- I will not take or share images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school.

- I will not use mobile phones, or personal USB devices etc, in school.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).



- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites/blogging tools with permission, and at the times that are allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information, etc).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be given an appropriate consequence which may include one of the following; loss of access to the school network / internet, loss of break time, contact with parents, and in the event of illegal activities involvement of the school community police officer/police.

Learner Acceptable Use Agreement.

We must ask that you read, understand and agree to the rules included in this Acceptable Use policy via our **Photographs and Digital Communications** online consent form. If you do not sign and agree to this agreement, access will not be granted to school systems.

Parent / Guardian Acceptable Use Agreement.

We must ask that you read, understand and agree to the rules included in this Acceptable Use policy via our **Photographs and Digital Communications** online consent form. If you do not sign and agree to this agreement, access will not be granted for your child to school systems.



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Seesaw

We also use Seesaw. Seesaw is a student-driven digital portfolio where children are empowered to create, reflect, share, and collaborate. It gives families a window into what's going on every day in their child's classroom. Students add posts to their journals showcasing the creative projects they've been working on in the classroom. This could include photos, artwork, videos, activities, notes, projects they've created in other apps, and more. If you choose, you can also sign up for a free Seesaw parent account and choose to be notified when your child adds new content. Seesaw requires parents/guardians to accept an invite from your child's teacher in order to sign up, which means that journals are private and only accessible by the teacher, students, and parents. However, there may be occasions where a group of children have worked collaboratively on a piece of work, which means that all family members of each child tagged, can view that particular journal entry and subsequent comments and likes.

Our school's Digital Learning policy states that we will seek your permission when we create individual pupil accounts in an online product where a range of open ended personal data may be stored. Seesaw falls into this category as the children may store personally identifiable information, like names, and photos, videos or voice recordings they have made themselves.

Seesaw has a thoroughly robust privacy policy (<https://app.seesaw.me/about/privacy>) and has committed never to share your child's personal information or journal content. You can learn more about Seesaw by visiting <http://web.seesaw.me/>

Learner's Seesaw Acceptable Use Agreement.

● Learners have access to Seesaw Home Learning Codes which grants them access to their own Seesaw journal. Learners may add to their journal, complete activities, and receive messages/announcements from their class teacher, Digital Lead and Headteacher. Learners are not able to access the journals of their peers, thus protecting their personal identifiable information, such as; names, photos, videos, or voice recordings.

● Learners have access to a Class Code to make use of Seesaw within the school building only. The Class Code enables learners to work together, and allows them to view and make comments on each other's journals. As a Federation, we recognise the importance of learners working together to enhance learning opportunities, and have therefore identified minimal risk to learners data protection, due to Seesaw's own robust privacy policy.. Learners understand that this Class Code must only be used within school, and must not be shared or used outside of the school building.

Parent / Guardian Seesaw Acceptable Use Agreement.



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We must ask that you read, understand and acknowledge how Seesaw is used at our school via our **Photographs and Digital Communications** online consent form.

Hwb

The Hwb platform provides all maintained schools in Wales with access to a wide range of centrally-funded, bilingual digital tools and resources to support the digital transformation of classroom practices. The Hwb platform is managed and operated by the Welsh Government.

All learners in maintained schools in Wales must be provided with a secure login to the Hwb platform. This is because mandatory reading and numeracy tests, currently on paper, are moving online and must be completed by each learner via the platform.

Welsh Government can also provide [you/your child] with access, via the Hwb platform, to a variety of additional services which are provided by other organisations. These include online learning environments such as Hwb Classes, Microsoft Office 365, Google for Education, and other relevant educational tools and resources. Welsh Government will provide access to the additional services and will share information about [you/your child] with its service providers, including Microsoft and Google Education, in order to enable access to the additional services.

We use the Hwb platform to enhance learning both at home and at school.

Learner Acceptable Use Agreement for Hwb.

Remember, anything you do on Hwb should have an educational purpose. You should not regard any of your activity as private or confidential.

1. Be a positive role model in how you use digital technologies including Hwb.
2. Keep your username and password safe. You are responsible for anything that happens under your account. Report to your Hwb administrator if you suspect that your username and password have been compromised.
3. If you share external links within Hwb then you deem that the content of the external website is age appropriate and has an educational purpose, e.g. YouTube.
4. You may not access, distribute or place material on Hwb that is in breach of the statutory rights of copyright owners.



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5. Protect the school community by reporting anything you see that might cause upset or harm to yourself, other teachers or learners in the school. You are expected to demonstrate a professional approach and respect for learners and their families and for colleagues and the school while online.
6. Creation or transmission of any offensive, obscene or indecent images, data or other material is prohibited. Content relating to or supporting illegal activities may be reported to the authorities.
7. Personal use of your mailbox and cloud storage is to be avoided. E-mails may be monitored.
8. Comply with the terms and conditions for use of Hwb.
9. Always keep another local copy of your essential work that you store on the cloud.

We must ask that you read, understand and accept the terms in the acceptable use agreement for Hwb via our **Photographs and Digital Communications** online consent form.

Parent / Guardian Acceptable Use Agreement for Hwb.

We must ask that you read, understand and accept the terms in the acceptable use agreement for Hwb via our **Photographs and Digital Communications** online consent form.

Scratch (block-based coding)

Children aged 5-7 years old will be using the app ScratchJnr. When using the app, children do not need to register or create an account. With ScratchJr, young children (ages 5-7) can program their own interactive stories and games. In the process, they learn to solve problems, design projects, and express themselves creatively on the computer.

You can learn more about ScratchJnr at <https://www.scratchjr.org/>

From the age of 8 years old, your child will be learning to program a computer using Scratch software which they can access online <http://scratch.mit.edu>. Programming has become an important part of learning about technology to meet expectations in the new curriculum. It also develops children's thinking and problem-solving skills. Using this site is a great way to add to the experience of learning to program and also to learn about Online Safety.

Your child can use Scratch without registering with the site. However, to enable your child to be able share the programs and games they create they will need to register with the Scratch community. This allows them, their friends and their family to see what they make at school and at home. They



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can also view programs created by other people to see how they have been made and can make changes to adapt it to create a similar game of their own.

The site lets anyone in the world see what you have created. Anyone can leave comments about your work. This is a fantastic way for children to get feedback and can be very encouraging. They may get congratulations on creative projects or suggestions of ways in which they could improve their game.

There are many benefits but also the risk that someone might leave a comment you don't like. The Scratch Team includes a group of moderators who work each day to manage activity on the site and respond to any reports of misuse. When logged in, your child can delete any comments they do not like and can report anyone who is not following the community guidelines. It is extremely rare to see an inappropriate comment but we feel we should let you know that this could occur.

The website has guidelines for use which you agree to when you sign up:

1. Be respectful. When sharing projects or posting comments, remember that people of many different ages and backgrounds will see what you've shared.
2. Be constructive. When commenting on others' projects, say something you like about it and offer suggestions.
3. Share. You are free to remix projects, ideas, images, or anything else you find on Scratch – and anyone can use anything that you share. Be sure to give credit when you remix.
4. Keep personal info private. For safety reasons, don't use real names or post contact info like phone numbers or addresses.
5. Help keep the site friendly. If you think a project or comment is mean, insulting, too violent, or otherwise inappropriate, click "Report" to let us know about it

The Online Safety aspects of being part of the Scratch Community will be explained to your child. We are asking you to:

1. Give permission for the school to help your child to register with the website
2. Help your child monitor the comments they receive
3. Reinforce the Online Safety messages listed on this letter



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Please help us to reinforce these Online Safety messages for children using Scratch (and other websites):

1. Use a safe alias
2. Keep password and personal information private
3. Give positive feedback to others
4. Recognise copyright in terms of acknowledging other people's ideas
5. Recognise inappropriate content - consider whether others would find a project or comment mean, insulting, too violent, or otherwise inappropriate
6. Know how and when to report inappropriate content and when deleting a comment is the sensible action

Consider appropriate length of time to spend online programming, creating and playing games

We would suggest you have a look at the website <http://scratch.mit.edu> to make sure you are aware of how it is used and that you are happy for your child to be part of the Scratch community. They have a page for parents which may answer any questions you have <http://scratch.mit.edu/parents/>, or you are welcome to arrange a time to come into school to discuss this with us.

Parent/guardian/child user agreement

We will secure your permission via our **Photographs and Digital Communications** consent form before allowing your child to access Scratch online.

Parent and Learner Acceptable Use User Agreements

Ysgol Gronant link to sign **Acceptable Use** user agreements via our [Photographs and Digital Communications](#) online consent form.

Ysgol Trelogan link to sign **Acceptable Use** user agreements via our [Photographs and Digital Communications](#) online consent form.



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Staff, Associate Teachers and Volunteer Acceptable Use Policy Agreement

This Acceptable Use Policy is intended to ensure:

- that staff, associate teachers and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for pupil's learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that learners receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school digital technology systems are primarily intended for educational use only.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may access it. I will use Hwb/Google Keep to store my passwords safely and securely.



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- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will be professional in my communications and actions when using school ICT systems:
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language, and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images, as outlined in our **Digital Learning Policy**. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will provide home/blended learning using the agreed learning platforms noted in the **Blended Learning Policy**.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use.
- I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses at school.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.



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- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Data Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or learner data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises, and my use of personal equipment on the premises, or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.



I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Name: _____

Date: _____

Signature: _____

